

Fleet Best Practices

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Topics of Discussion

- Ground Crew Coordination
- Locally Generated Cheat Sheets
- Safety Violation Log
- Wing Instructions / SOP's
- Enlisted Safety Committee
- SDO Turn Over
- Management By Walking Around
- Take Safety To The Next Level

Ground Crew Coordination (GCC)

- Conduct pre-event briefs (E-7 or above to be involved)
 - ◆ Cover step-by-step procedures for the event
 - ◆ Include each persons role in the event
- Implement written guidelines for recurring events considered high-risk such as;
 - ◆ Aircraft moves
 - ◆ Ground turns
 - ◆ Aircraft jacking
- Have a program for the development of “In-Depth” and “Deliberate” ORM plans for unusual events.
 - ◆ Non-recurring detachments
 - ◆ Deployment pack up
 - ◆ Contractor maintenance
 - ◆ Always include lessons learned
 - ◆ After initial development, the plans are stored for future use.

Locally Generated Cheat Sheets

- Attach to the front of the logbooks
- Efficiently track your inspections and TD's
- Used as a reminder to make logbook and NALCOMIS entries
- Relying on MAFs alone has proven to be insufficient because the completed MAF often does not make it back to the Logs and records clerk for the manual logbook entry.

Safety Violation Log

- Reduce safety violations by instituting a “Safety Violation Logbook” for documenting obvious infractions.
- Anyone can document a safety violation
- The offender is required to report to QA and upon verification then receives counseling and is required to sign the log indicating they have received the corrective training.

Safety Violation Log

■ The following chart illustrates the the violations and consequences for repeat offenders.

Violator's Name	Shop	Offense	Date	Safety Violation	Violator's Signature	QA
Jones	AVI	1	01/08/04	NC-10 not chocked		GD
Smith	AF	1	01/08/04	Standing on chocks		DK
Russell	P/L	1	04/08/04	On engine stand, no cranial		CP
Smith	AF	2	10/08/04	Standing on cruise box		TP
Malley	ORD	1	12/08/04	Towing acft, no wing walkers		SM
Prince	P/L	2	12/08/04	Goggles not down during launch		GE
Brooks	AF	1	13/08/04	Not in safety class		LL

- 1st & 2nd
- 3rd
- 4th & 5th
- 6th
- 7th

Warning/Training

Safety class within individual's shop

Warning/ More Training

Safety class for the maintenance department

Put on report (NJP)

Wing Instructions / SOP's

- Standardize Instructions / SOP's creates better consistency within aviation communities
 - ◆ Must meet minimums IAW Publications
- Better personnel awareness of the standards

Enlisted Safety Committee

- As per OPNAVINST 3750.6R paragraph 205e, you shall have medical representation at all meetings
- This requirement ensures medical and health related issues are being properly addressed

SDO Turn Over

- Develop SDO NAVOSH / ORM walkthroughs of the hangar and work spaces prior to turn over
- Identify hazards or potential hazards

Management By Walking Around (MBWA)

- QA / E-7 and above out and about in the hangar and work spaces
- Makes a positive impact on command safety and readiness
 - ◆ QA Nazi's need to go away (shotgun checklists)

Take Safety to the Next Level

- Place safety in the forefront of day-to-day operations
- Signs screaming SAFETY posted on every conceivable surface (doors, walls railings, heads, etc.)
- Leave no doubt that the commands number one priority and philosophy is safety awareness
- Clearly define command expectations and standards